

Judicial Council of Georgia Administrative Office of the Courts JOB ANNOUNCEMENT



Legislative Liaison

Recruitment Period: June 15, 2016 (Extended)

Number of Positions: One (1) position

Minimum: \$57,289.85

FLSA Status: Exempt

Midpoint: \$78,707.38

Position Location: Fulton County, GA

Maximum: \$100,124.90

Job Summary

Serves as the Judicial Council/Administrative Office of the Courts (JC/AOC) lead on all legislative matters, including liaising with governmental entities and the State Bar of Georgia, monitoring General Assembly activities, coordinating a Judicial Branch response to legislative proposals, providing liaison services to judges and AOC Director on special projects, commissions, councils and other groups.

Job Responsibilities & Performance Standards:

- Directly responsible for achieving identified legislative goals and strategies.
- Works to coordinate interaction between the legislature with the JC/AOC and designated staff, department, agency, other programs and/or external customers as appropriate.
- Oversees the development and on-going management of one or more special projects consistent with agency goals and objectives.
- Participates in the planning, coordination, development and implementation of long-range goals and objectives, as needed.

Technical Competencies:

- Ability to implement appropriate courses of actions to ensure compliance
- Ability to analyze the operational impact of legislative and executive initiatives
- Ability to organize and manage program areas
- Ability to set goals with defined milestones to measure progress
- Ability to work in a team environment to achieve goals

Minimum Qualifications

Completion of a Bachelor's or advanced professional degree in a related field.

Preferred Qualifications

Member of the State Bar of Georgia, experience working with legislators and judges at the policy level.

Additional Information:

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.

To apply:

Please submit resume to resume@georgiacourts.gov by close of business **Wednesday, June 15, 2016.**

Subject line **MUST** include: **Legislative Liaison**